

HONOLULU'S CRAFT & GIFT FAIR

Mele Kalikimaka



MARKETPLACE

Blaisdell Exhibition Hall

Saturday, December 14, 2019 • 10am-8pm

Sunday, December 15, 2019 • 10am-5pm



Plus The Gingerbread Workshop!

Crafter's Village | Pop Up Shops | Hundreds of Vendors
Make & Take Gifts & Crafts | Food Samples | Live Entertainment
Kandyland | Photos with Santa & Rudolph | Local Products



OFFICE USE ONLY:
INV# _____

DEC 14 & 15, 2019
APPLICATION & CONTRACT

Company Name _____ Contact: FIRST NAME _____ LAST NAME _____
 Contact's Email Address _____ P: _____ F: _____ C: _____
 Company Website _____ Contact's Primary Phone/Fax/Cellular _____
 Mailing Address _____ GE Tax License (required for vendors selling on show floor) _____
 City _____ State _____ Zip _____
 OTHER-Contact Name _____ OTHER Contact Cellular Number _____ OTHER Contact Email _____

CIRCLE THE MOST APPROPRIATE CATEGORY YOUR EXHIBIT (S) WOULD APPLY:
 FOOD CLOTHING GIFTS JEWELRY CRAFTS HEALTH & BEAUTY SPORTS APPLIANCES ELECTRONICS TOYS SERVICES OTHER

PRODUCT DESCRIPTION:
 List ALL products and/or services to be sold/distributed/demonstrated at the show, including brand names if applicable.

Venue: Neal Blaisdell Center Exhibition Hall
 777 Ward Avenue, Honolulu, Hawaii 96814
Move-in: Friday, 12/13/19, 5pm to 9pm
 Saturday, 12/14/19, 8am to 10am
 NO DRIVE-INS PERMITTED
Expo: Day 1, Saturday, 12/14/19 10am to 8pm
 Day 2, Sunday, 12/15/19, 10am to 5pm
 *vendors may enter at 8am on show days
Move-out: Sunday, 12/15/19, 5pm to 10pm
 *All vendors must be out by 10 pm;
 NO EXCEPTIONS.
 *Booth includes: 10'x10' space w/ 3' side rail, 8' back drape
 1 - 8' Skirted Table
 2 - Chairs
 *Booth **does not** include: Wastebasket, carpet, electricity
 including overnight electricity (all these items can be rented from
 ICES if needed). An exhibitor packet will be sent out to you prior.
 *Overnight security on Saturday night only.
Parking: Vendors responsible for fees.
Decorators: ICES is the show decorator. Please contact at 808-
 832-2430 for your show needs, including FORKLIFT SERVICES.
 Vendor will be invoiced for these services.
Vendor Bands: 5 issued per day per booth. Bands must be worn
 before entry granted on show days. Bands will be distributed on
 Friday and must be worn before entering on show days.

QTY	BOOTH TYPE	PRICE PER	TOTAL
_____	Corner 10'x10' x	\$500.00 =	\$ _____
_____	Inline 10'x10' x	\$400.00 =	\$ _____
_____	Non-Profits x	\$375.00 =	\$ _____
_____	Food Consumables Booth*	\$250.00+35% =	\$ _____
*The applies to food that can be readily consume in the venue. Examples: cook foods, ice cream cones, specialty drinks. Percentage sales will apply.			
_____	Grp. Liability Insurance Add \$65		\$ _____
	SUBTOTAL		\$ _____
	4.712% Hawaii GE Tax		\$ _____
	TOTAL DUE		\$ _____

BOOTH CHOICES:
 1st _____ 2nd _____ 3rd _____
 (Non-Profits not included) Booths are not confirmed until full payment and all completed documents have been submitted. Booth fees are non-refundable and non-transferable. Booth choices are not guaranteed.

PAYMENT METHODS:

CHECK # (payable to Pacific Expos) _____ in the amount of \$ _____
 CREDIT CARD CARDHOLDER NAME: _____
 CREDIT CARD # _____ Exp ____/____
 Amount to be charged \$ _____ Sec.Code _____ Billing Zip Code _____
 CASH. Amount \$ _____

OFFICE USE ONLY:
 Application
 Contract
 Insurance
 Payment
 Sales Logged
 Finance Logged
 Sales _____
 Booth # _____

I have read and agree to this Contract's Terms & Conditions as reflected on pages 2 & 3:
 _____ Date _____
 Signature

GENERAL BOOTH RESTRICTIONS

All terms in this section must be agreed to before booth is confirmed

****Management reserves the right to restrict or reject any exhibit which may be objectionable or not in keeping with the quality or character of the Expo. Points not specifically noted are subject to the review of Management.***

* **SIGHT LINE RULE.** To preserve the aisle sight line, ensure visibility of each Exhibitor, and encourage successful exchanges with other exhibitors and the public, each Exhibitor must comply with the sight line restrictions on page 4 of this agreement. Your signature below indicates acceptance of these sight line restrictions.

*Cardboard boxes must be kept out of public view.

*All trash, including pallets, must be removed from the show floor before show opens. DO NOT place in bins on the show floor.

*NO helium balloons allowed.

*Venue policy: All decorative material must be flame resistant, or treated with a flame retardant.

*Venue policy: No sticker giveaways; selling is OK. Exhibitor assumes responsibility for any stickers found stuck on the property.

*Venue policy: All carpeting must be taped down or will not pass Blaisdell inspection. Use of duct tape is prohibited. Blaisdell will do booth inspections before doors open on Fri.

*Venue policy: Once show doors open and the general public is on the floor, no wheels are allowed on the floor (with the exception of wheelchairs, strollers, and walkers) for liability purposes.

*Venue recommends all structures (including displays and banners) have a height restriction of 12 feet from the floor. Structures taller than 12 feet will be evaluated on a case-by-case basis.

*Bare EZ corner tent frames (metal) are not permitted. If this is part of your display, poles must be covered.

*All folding tables must be draped with tablecloth and/or skirt; tablecloth/skirt must reach ¾ of the way between tabletop and the floor.

Booths must have professional signage (BANNERS). No handwritten signs. (Exhibitors are required to display proper signage, i.e. printed banner)

*Wastebaskets, carpet, and electricity are **NOT** included. You may bring own tables, chairs, carpet or order from ICES (808-832-2430). Electric must be ordered through ICES.

*Forklift services must be pre-ordered through ICES (808-832-2430). Forklift service NOT guaranteed on-site if you did not place an order.

*No sharing booth space, advertising, promoting outside companies, or selling any product or service not provided by company occupying booth space. If you are affiliated with more than one company (example: independent representatives of 2 or more companies), WITH MANAGEMENT APPROVAL, no more than TWO companies may be represented in booth space, and all products must be related, or in similar product categories. Call our office for details.

*Booth displays must remain intact for all show hours. Early breakdown could affect participation in future shows.

***GE License is required for all sales transactions on the show floor. License must be displayed in booth. Exhibitors responsible for ensuring compliance with the State of Hawaii Department of Taxation Cash Economy Enforcement Act of 2009 (Act 134). Contact the Department of Taxation for more information.**

*All decorative and display material must be appropriate for the theme and venue. Attractive booths attract customers.

*Exhibitors have the right to display their services to the best of ability, but not to interfere, disrupt or cause a problem for other Exhibitors due to microphones, loud music, lighting, or other demonstration/pitch elements.

***FOOD EXHIBITORS: Must provide a copy of approved temporary food permit and insurance. There is a 35% gross sales fee payable to venue's concessionaire if there is no buyout of food. Limited to first come, first serve.** Inquire with management if you want to purchase the buyout. Absolutely NO dishwashing or dumping of food or grease in custodial and bathroom sinks. Exhibitors found dumping will be held responsible for any fines or fees associated with unclogging or snaking the drain. Prepackaged and ready-to-eat foods are acceptable. Other foods prepared and consumed onsite are allowed on a limited basis pre-approved by management, additional fees applicable.

***ALCOHOL CONSUMPTION:** Exhibitors are restricted from bringing in alcoholic beverages for personal consumption at the show. Any alcohol sampling must be done at the alcohol Exhibitors booth ONLY.

***USE OF MICROPHONES:** Management reserves the right to restrict the use of microphones in certain areas of the show. Exhibitors using microphones/speaker systems must notify Management and agrees to comply with noise restrictions set by Management. Please note use of these items may affect booth placement.

PLEASE COMPLETE THE FOLLOWING:

ARE YOU DOING PRODUCT DEMONSTRATIONS: Yes ___ No ___
If yes, which of the following do you utilize? Microphone Sprays (fumes) Music Speaker system Water
Will you be using a subcontractor to set up your display? Yes ___ No ___

SUBMIT APPLICATIONS via mail to PACIFIC EXPO 2200 Kamehameha Highway Suite 201 Honolulu HI 96817

VIA Email: sales@pacificexpos.com / Phone: 808 732.6037 / pacificexpos.com

Your signature indicates acceptance of all management's terms and conditions, including any fines issued, as listed in this agreement and issued by Management.

GENERAL CONTRACT TERMS & CONDITIONS

IMPORTANT: READ ALL YOUR MATERIAL CAREFULLY
YOUR SIGNATURE ON THE CONTRACT INDICATES THAT YOU ACCEPT ALL THE TERMS OF THIS CONTRACT, PACIFIC EXPOS POLICIES, AND ANY FINES THAT MAY BE ISSUED. WE WILL NOT BE RESPONSIBLE FOR EVENTS THAT MAY OCCUR DUE TO LACK OF KNOWLEDGE OF POLICIES & PROCEDURES.

1. APPLICATION FOR SPACE: Except by written consent from Management, Exhibitor will not sublet the exhibit space contracted for and shall not exhibit or permit any merchandise other than specified on the Exhibitor Contract. No sharing booth space, advertising, promoting outside companies, or selling any product or service not provided by company occupying booth space. Management reserves the right to designate where exhibitors may present their displays. **Booth space is only confirmed after full payment and all necessary paperwork has been received.** No set-up allowed if balance is owed. Pacific Expos and Special Events Hawaii reserves the right to terminate any exhibitor contract for just cause. All payments are non-refundable, non-transferable.

2. PARKING. Exhibitors are responsible for parking fees, and will adhere to the parking rules of the venue. Overnight parking requests must be made with Diamond Head Parking.

3. CHECK-IN & EXHIBITOR WRISTBANDS: Check-in at show office before setting up exhibits. Wristbands to be worn by all Exhibitors staff snugly on wrist for identification purposes. Entry not granted without wristband. FIVE (5) colored bands per booth, per day will be provided. Bands will be distributed at check-in on Friday. Additional bands will not be issued.

4. ANIMALS: Pets and/or other animals are prohibited unless service animal with proper identification or animals used within exhibits and must be preapproved and conform to additional rules and regulations.

5. FINES IMPOSED FOR VIOLATIONS: A fine of \$100.00 per infraction will be charged if exhibitors are found violating any of the following: A) If booth opens later than scheduled opening time on show days; B) If exhibitor closes/breaks-down earlier than closing time on any one of the two show days C) If exhibitor trash is found in trash bins on show floor, or if exhibitor is found dumping into trash bins on show floor. Bins in the hall are strictly for customer use; D) if residue is left on floor from the use of duct tape.

6. GENERAL LIABILITY INSURANCE: In accordance with the terms of the Exhibitor Contract, **all exhibitors** must submit a certificate of insurance. Must be received BEFORE start of show. Please name **PACIFIC EXPOS, c/o The AMP Group, LLC 2200 Kamehameha Hwy 201 Honolulu HI 96817 and SPECIAL EVENTS HAWAII, INC. 45-067 C Kaneohe Bay Drive Kaneohe HI 96744** as additional insured. If needed, the following information can be forwarded to your insurance agent: *"Said policy shall not contain less than the following limits of liability: for bodily injury liability or loss sustained in one occurrence, \$1,000,000; for personal injury liability sustained in one occurrence, \$1,000,000; for damage or loss of use of property in each occurrence, \$1,000,000."*

Failure by vendor to provide proof of insurance will automatically be charged a **One-time general liability coverage available for \$65.00 subject to approval by insurance company.** Failure to obtain insurance by vendor shall be at vendor's own risk. Call Pacific Expos' office for more information or email sales@pacificexpos.com One-time coverage, **subject to approval**, requires the following information: Legal Business Name, owner(s), business address, business phone, and authorization to charge \$55 to your credit card. NOTE: Alcohol companies, food establishments, and any product or service demonstrations that include physical involvement with the public or sale of firearms or as determined by insurance company, do not qualify for the group insurance policy and must provide their own coverage.

7. INDEMNIFICATION AND ASSUMPTION OF RISK DISCLAIMER: Vendor shall indemnify and hold harmless Pacific Expos and The AMP Group, LLC, and Special Events Hawaii, Inc., its officers, directors, staff, volunteers as well as venue management and staff from any and all liability as a result of injuries sustained by anyone due to product liability or negligence on the part of the Vendor. Pacific Expos and Special Events Hawaii, Inc., shall not be liable to or be a party to any suit due to negligence of the Vendor including failure to obtain insurance.

Exhibitor has sole responsibility and expressly assumes all risks for its property, including, without limitation, any products displayed and/or left at the show, and any theft, damage or other loss to such property. Management accepts no responsibility, nor is bailment created, for such property of Exhibitor.

8. SOLICITATIONS: By Non-Exhibitors. Unauthorized solicitation within the exhibition space by individuals who did not buy booth space is strictly prohibited; report all non-exhibitor solicitations to Management immediately. **By Exhibitors.** Distribution of materials outside of your booth space is prohibited. All sales activities must remain **inside** your booth.

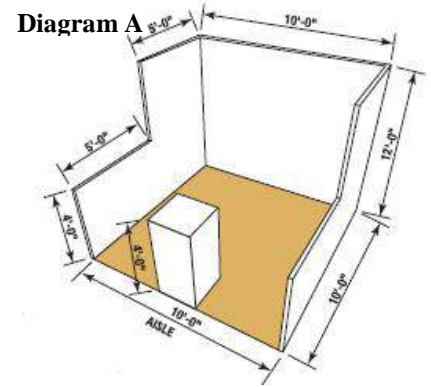
9. WITHDRAWAL/CANCELLATIONS: A full refund will be given if Exhibitor has informed Pacific Expos in writing no later than 4 weeks prior to show date. No refund will be given after 4 weeks. Failure to utilize booth space does not relieve the Exhibitor of its obligation for full payment. After execution, this contract cannot be revoked or cancelled—unless by mutual agreement and Exhibitor shall be liable for the full amount of this contract, plus interest at the maximum amount allowed by law and reasonable attorney fees and court costs if necessary, for collection purposes.

10. REASSIGNMENT: If Exhibitor's booth is empty* at 9 am on Saturday, Pacific Expos and Special Events Hawaii reserves the right to reassign the booth without refund (* = Exhibitor not checked in at show office and booth has no signs of commenced set-up, product, or display.)

11. LATE FEES, BALANCES, DISCOUNTS: A late fee of \$10.00 per booth will be assessed to all new or unpaid booths after cut off date. Deposits and any other discounts may be forfeited and booth resold without full payment.

To preserve the aisle sight line, ensure visibility of each Exhibitor, and encourage successful exchanges with other exhibitors and the public, each Exhibitor must comply with the sight line restrictions.

INLINE & CORNER BOOTHS: any part of your display in the front half of the booth must not exceed 4' (see diagram A). In the rear half of the booth, display (including banners) must not exceed 12'. 10x10 pop up tents OK but sidewalls must still comply with this sightline rule.



END CAP BOOTHS: end cap booths are exposed to the aisle on three sides and are made up of two booths. Booth display may not exceed 8' in the rear half of the booth and within 5' of the two side aisles. Any part of the display in the 5' closest to the aisles must not exceed 4' (see diagram B).

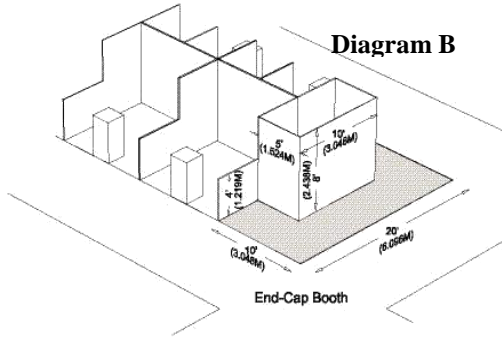


Diagram A

PENINSULA (ISLANDS)

BOOTHS: peninsula booths are exposed on three sides and made up of 4 booths. Booth display must not be higher than 12' within 5' from the back wall. Display must not exceed 4' within 5' of each aisle (see diagram C). **All materials must be built so as not to obstruct the sight line of neighboring Exhibitors.**

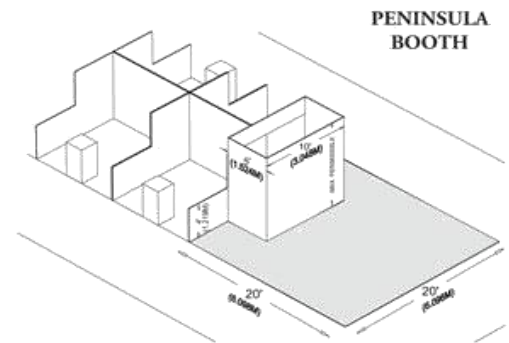


Diagram C
PENINSULA BOOTH

THIS AREA BLANK INTENTIONALLY FOR YOUR NOTES

